City of Portland Job Code: 30000768

CLASS SPECIFICATION Natural Areas Supervisor

FLSA Status: Exempt Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, plans, supervises and reviews the work of assigned natural areas staff; plans, coordinates and evaluates development, restoration and maintenance activities of assigned natural areas; implements the Natural Area Management Plan for assigned Parks Bureau's City Nature Zone; communicates with non-profit organizations and other community organizations to exchange information and respond to questions; collaborates with volunteer coordinators and educators to assist in organizing and scheduling events; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Natural Areas Supervisor is responsible for supervising staff engaged in carrying out maintenance, development, restoration, and enhancement projects in assigned natural areas, including Hoyt Arboretum and Forest Park; and oversees horticulture production at the Parks Bureau's greenhouse facility.

Natural Areas Supervisor is distinguished from Parks & Recreation City Nature Zone Manager in that the latter has full management and administrative responsibilities for a Parks Bureau City Nature Zone .

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

- Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and
 monitors work plans to achieve the unit's mission, goals and performance measures; participates in
 developing and monitoring performance against the annual unit budget; supervises, participates in
 developing, recommends and implements plans, policies, systems and procedures applicable to unit
 responsibilities.
- 2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
- 3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations;

provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

- 4. Plans, coordinates and evaluates development, restoration, protection, enhancement and maintenance activities and projects in assigned areas, including Hoyt Arboretum and Forest Park; supervises, performs studies and develops and implements programs to identify natural resource problems, measure and monitor natural resource quality and provide information for natural resource planning; supervises maintenance of existing plant collections; as applicable, identifies and prioritizes property for acquisition.
- 5. Participates in development and restoration and oversees maintenance of assigned facilities, such as restrooms, visitor centers, kiosks, and boat launches; develops recommendations for the planning and design of new facilities or restoration of existing facilities; monitors maintenance activities for assigned facilities and grounds; coordinates with public safety and other agencies to ensure assigned facilities and grounds are safe and secure and that roadways are free and clear for access.
- 6. Supervises development, design and layout, construction, restoration and maintenance of trails and trail signs; assists in obtaining permits for trail construction; orders and obtains materials for trail construction.
- 7. Interacts with non-profit organizations, residents, committees and other public agencies regarding designated natural areas, such as Hoyt Arboretum and Forest Park; attends and participates in public and non-profit organization meetings; provides expertise, information and assistance to committees, residents and other public and non-profit agencies; receives, responds to and/or resolves questions, inquiries and complaints from citizens, organizations and agencies; regularly makes presentations to community and non-profit groups in matters related to areas of responsibility.
- 8. Assists in organizing and scheduling education and community involvement programs and activities in assigned natural areas.

OTHER DUTIES

1. Monitors and supervises maintenance and upkeep of roadways and fire lanes in assigned areas to ensure access and safety.

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Horticultural/botanical science principles, practices, terminology and methods related to natural land areas, such as native plant types terminology and care.
- 2. City ordinances, codes, procedures and practices regarding administration, operation, acquisition and maintenance of natural areas lands, trails and facilities.
- 3. Landscape design, construction and maintenance practices, techniques, terminology and methods.

- 4. Uses of maintenance, safety and other equipment and supplies used to conduct unit activities.
- 5. Applicable federal and state laws, rules, regulations, including OSHA rules and regulations.
- 6. Basic facilities and roadway design, construction and maintenance practices, methods and terminology.
- 7. Principles and practices of sound business communications.
- 8. City practices and procedures for budgeting, purchasing and maintenance of public records.
- 9. Principles and practices of effective supervision.
- 10. City human resources policies and labor contract provisions.

Ability to:

- 1. Plan, lay out, supervise and review the work of staff engaged in performing activities in a natural areas land program to meet City and bureau business and operating objectives.
- 2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- 3. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
- 4. Communicate effectively both orally and in writing.
- 5. Understand and interpret applicable laws, codes and ordinances.
- 6. Present proposals and recommendations clearly, logically and persuasively.
- 7. Operate a computer and standard business software.
- 8. Use tact and diplomacy in dealing with sensitive situations and concerned people and customers.
- 9. Establish and maintain effective working relationships with all those encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in horticulture or a closely related field; and at least five years of progressively responsible experience in the development, maintenance and preservation of

natural areas, including at least one of which was in a lead capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-

2002. This class is composed of positions from the following class(es):

4125 BOTANIC SUPERVISOR. Adopted: 07-01-92

1132 FACILITIES & MAINTENANCE SUPERVISOR. Adopted: 07-01-92; Revised:06-

25-93, 08-15-95

Revised: 08-10-05 (Retitled the classification from Natural Areas Horticulture Supervisor to Natural

Areas Supervisor and updated content of class specification in response to new organizational

structure).

June 2009 - Change Job Class number from 7862 to 30000768, due to system change.